

Meeting Minutes  
August 26, 2003  
Inter-Agency Management Integration Team (IAMIT)

Approval: Michael A. Wilson  
Michael A. Wilson (B5-18)  
Ecology IAMIT Representative

Date: 11/18/03

Approval: W. Wade Ballard for WUB  
W. Wade Ballard, Chairperson (A5-12)  
DOE IAMIT Representative

Date: 11/18/03

Approval: Jim E. Rasmussen  
Jim E. Rasmussen (H6-60)  
ORP IAMIT Representative

Date: 11/18/03

Approval: Nick Ceto  
Nick Ceto (B5-01)  
EPA IAMIT Representative

Date: 11/18/03  
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**EDMC**

Minutes Prepared by:

Approval: Eileen Murphy-Fitch  
Eileen Murphy-Fitch (A4-25)  
Fluor Hanford, Inc.

Date: 11/18/03

Aromi, E. S.	CHG	H6-63	Mattlin, E. M.	RL	A5-15*
Ballard, W. W.	RL	A5-12*	McCormick, M. S.	RL	A5-11
Bartus, D.	EPA	B5-18	McKarns, T.	RL	A5-15
Bilson, H. E.	RL	A3-04	Miskho, A. G.	FH	N1-26
Buxbaum, M. E.	FH	B3-53	Morrison, R. D.	FH	A4-25*
Cameron, C.	EPA	B5-01	Niles, K.	OOE*	
Clark, C. E.	RL	A5-15	Piippo, R. E.	FH	A5-25*
Cusack, L.	Ecology	B5-18*	Price, J.	Ecology	B5-18
Dagan, E. B.	RL	A5-15	Rasmussen, J. E.	ORP	H6-60
Faulk, D. A.	EPA	B5-01	Rodriguez, H. M.	RL	A5-15*
Fowler, S.	CHG	H6-22	Schepens, R. J.	ORP	H6-60
Gadbois, L.	EPA	B5-01	Sherman, Y. T.	RL	A7-75
Gay, R.	CTUIR*		Skinnarland, E. R.	Ecology	B5-18*
Goldstein, M. L.	EPA	B5-01	Small, R.	RL	A6-35
Hebdon, J. B.	RL*	A5-12	Sobczyk, S.	NezPerce*	
Hedges, J.	Ecology	B5-18	Stutheit, R.	RL	A6-35
Henry, D.	ODOE*		Turner, J.	Ecology	B5018*
Hertz, J. S.	FH	A5-25*	VanLeuven, D. B.	FH	H5-20
Jim, R.	Yakama*		Wilson, M. A.	Ecology	B5-18
Jones, G. A.	ORP	H6-60*	Administrative Record	EDMC	H6-08*
Marvin, M.	RL	A7-75	* w/Attachments		

## ATTENDEES

**Inter Agency Management Integration Team**  
**August 26, 2003**

[illegible]

**Inter Agency Management Integration Team Meeting**  
**EPA Conference Room, 712 Swift Blvd., Richland**  
**1:00 pm to 2:00 pm**

- 1:00 p.m.**      **Discussion of Management of "Official Use Only" Documents  
(C. Clark)**
- 1:15 p.m.**      **Finalization of Agency Issues for Consideration by the Hanford  
Advisory Board in 2004 (M. Marvin/Y. Sherman)**
- 1:30 p.m.**      **Funding of the HAB and ATSDR (M. Marvin/Y. Sherman)**
- 1:45 p.m.**      **Public Involvement Related to TPA Paragraph 148/149  
(W. Ballard/M. Marvin)**
- 2:00 p.m.**      **Adjourn**

**INTER-AGENCY MANAGEMENT INTEGRATION TEAM (IAMIT)**  
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August 26, 2003

**Discussion of Management of Official Use Only Documents (Cliff Clarke, RL)**

Messrs. Randy Small and Ricky Stutheit, RL Security, discussed the Official Use Only (OUO) policy/procedure. The regulators will continue to have access to any data they need to perform their work. No OUO, however, can be provided to the public. Other items of discussion were the amount of time required for clearance, how to protect the information yet be responsive to informational needs; how do you deal with the information currently in the public reading room, etc. Presentation is attached.

**Finalization of Agency Issues for Consideration by the Hanford Advisory Board in 2004**

A list of issues for Hanford Advisory Board (HAB) consideration needs to be refined so that the outcome fulfills the agencies needs. In addition, the role the HAB has for public participation/collaboration needs to be defined.

Action: Finalize list by September 4, 2003

Actionee(s): Joy Turner, Ecology/Dennis Faulk, EPA/Yvonne Sherman, RL/Greg Jones, ORP

**Funding of the HAB and Agency for Toxic Substances and Disease Registry (ATSDR)**

Funding for the ATSDR was cut. The HAB will be funded at \$538,000 in FY 2004.

**Public Involvement Related to Tri-Party Agreement Paragraph 148/149**

The parties discussed the requirements of Paragraph's 148/149 in the Tri-Party Agreement. An overview of the baseline with case specific details is an effective way to communicate with the agencies and the stakeholders. The level of detail for the public meetings should be at a higher level - not by PBS. It was proposed that the State of the Site briefings held in January complete the requirement to have regional meetings to review budget priorities. It was proposed that the detailed briefing/workshop be provided to the Budget and Contracts Committee and not to all HAB members..

Action: Formalize proposal and discuss at next Public Involvement Committee Meeting

Actionee: Joy Turner, Ecology/Dennis Faulk, EPA/Yvonne Sherman, RL/Greg Jones, ORP

Eileen J. Murphy-Fitch  
FH Tri-Party Agreement Integration  
Phone: (509) 376-8868  
Fax: (509) 376-7382

10/1/03

## 1) INTRODUCTION

- i) Recognition of each parties needs and responsibilities:
  - (a) DOE is required to protect certain unclassified information
    - 1. May be subject to disciplinary action for intentional release
  - (b) Regulators need certain information to perform function
    - 1. May have a requirement for Public Release
- ii) How do we work together to meet both our requirements?

## 2) HISTORY OF OUC

- i) Only new requirement is to protect certain infrastructure related information
- ii) Other restrictions existed prior to OUC Order
  - (a) Exemptions 2-9 of FOIA

## 3) IMPLEMENTATION

- i) Regulators will have access to everything they need to perform function
  - (a) Material made available upon request
  - (b) Password access on World Wide Web.

## **Official Use Only Requirements**

### **APPLICABILITY**

“...to all DOE elements, including NNSA...”

### **GENERAL**

An unclassified document that is originated within a DOE/NNSA office, produced by or for that office, or under the control of that office may contain OUO information.

To be identified as OUO, information must:

- be unclassified
- have the potential to damage governmental, commercial, or private interests if disseminated to persons who do not need to know the information to perform their jobs or other DOE authorized activities; and
- fall under at least one of eight Freedom of Information Act (FOIA) exemptions 2 – 9.

### **REQUIREMENTS**

1. An unclassified document originated within a program element must be evaluated to determine whether it contains OUO information.
2. A document determined to contain OUO information must be marked
3. A document determined to no longer warrant protection as OUO must have its markings removed
4. Access to OUO information must only be provided to those persons who need to know the information to perform their jobs or other DOE-authorized activities.
5. Documents marked as containing OUO information must be protected
6. An administrative penalty as prescribed in DOE 3750.1, Work Force Discipline, dated 3-23-83, is imposed if an employee who:
  - intentionally releases OUO information from a document marked as containing OUO information to a person who does not need to know the information,
  - intentionally or negligently releases a document marked as containing OUO information to a person who does not need to know the information,
  - intentionally does not mark a document that is known to contain OUO information, or
  - intentionally marks a document that is known not to contain OUO information.
7. If a document marked as containing OUO information is requested under FOIA, the document is not automatically exempt from public release, but must be reviewed and processed under 10 CFR Part 1004.
8. Except for UCNi & NNPI, OUO markings are the only markings to be used within DOE to designate documents containing unclassified controlled information.

### **Determining whether a document contains OUO information**

Any employee from an office with cognizance over such information may determine whether such a document contains OUO information.

## Specific Steps to Identify OOU:

1. The employee first considers whether the information has the potential to damage governmental, commercial, or private interests if disseminated to persons who do not need the information to perform their jobs or other DOE-authorized activities.
2. If the information is considered to have the potential for such damage, then the employee consults guidance that may have been issued. If the specific information in question is identified as OOU information in such guidance, then the employee determines that the document contains OOU information.
3. If the information is considered to have the potential for such damage, but no guidance covers the specific information in question, then the employee considers whether the information falls under at least one of FOIA exemptions 2 through 9. If the employee believes that the information falls under one of the FOIA exemptions, then the employee can determine the document contains OOU.
4. If the employee finds no basis for identifying the information as OOU in guidance or by the FOIA exemptions, then the document cannot be marked OOU.

## DOCUMENT MARKING

### Front Marking:

The following marking must be on the front page and must indicate the FOIA exemption and related category (i.e., Exemption 2 – Circumvention of Statute, etc.)

<p align="center"><b>OFFICIAL USE ONLY</b></p> <p>May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: _____</p> <hr/> <p align="center">Department of Energy review required before public release</p> <p>Name/Org: _____ Date: _____</p> <p>Guidance (if applicable) _____</p>
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### Page Marking

The words "Official Use Only" must be included on the bottom of each page or, if more convenient, on just those pages containing the OOU information.

### Marking E-mail Messages

The first line of an e-mail message containing OOU information must contain the abbreviation "OOU" before the beginning of the text.

### Removal of Official Use Only Markings

Markings Applied Based on Guidance: OOU markings applied based on guidance may be removed when the guidance used to make the determination states that the information is no longer OOU.

Markings Applied Based on Employee's Evaluation: OOU markings applied based on an employee's evaluation may be removed by:

- the employee who initially applied the marking,
- the supervisor of the employee who initially applied the marking, or
- a FOIA authorizing official who approves the release of the document in response to a request made under FOIA.

#### Marking Documents Generated Before April 9, 2003

Unclassified documents generated before the above date are not required to be reviewed to determine whether they contain OOU information unless they are to be publicly released. Any such previously generated document determined to contain OOU information must be appropriately marked. Such determination may be made by anyone in the organization that currently has cognizance over the information in the document.

### **OOU TRANSMISSION**

#### By Mail Outside of a Facility

Use a sealed, opaque envelope or wrapping and mark the envelope or wrapping with the recipient's address, a return address, and the words "TO BE OPENED BY ADDRESSEE ONLY."

#### By Mail Within a Facility

Use a sealed, opaque envelope with the recipient's address and the words "TO BE OPENED BY ADDRESSEE ONLY" on the front.

#### By Hand

A document marked as containing OOU information may be hand carried between or within a facility as long as the person carrying the document can control access to the document.

#### Over Telecommunications Circuits

Documents marked as containing OOU should be protected by encryption when transmitted over telecommunications circuits whenever possible. This may be accomplished through DOE public key systems or use of encryption algorithms that comply with all applicable Federal laws, regulations, and standards. If such encryption capabilities are not available and transmission by mail is not a feasible alternative, then regular e-mail or facsimile machines may be used to transmit the document.

Unencrypted Facsimile: An unencrypted facsimile transmission must be preceded by a telephone call to the recipient so that he or she can control the document when it is received.

E-mail without Encryption: If encryption is not available and some form of protection is desired, the OOU information may be included in a word processing file that is protected by a password and attached to the email message. Then the sender can call the recipient with the password so that he or she can access the file.



## PHYSICAL PROTECTION

1. Access limited to those persons who have a need to know;
2. Storage of OOU in locked room or receptacle;
3. Reproduction on normal copier and excess paper destroyed appropriately;
4. Destruction by strip shredder with strips no more than 1/4-inch wide.

### Example OOU Marked Document

RL-F-1325-6 (02/96)

United States Government

Department of Energy

# memorandum

Richland Operations Office

DATE:

REPLY TO

ATTN OF: SES:RLS/03-SES-00XX

SUBJECT: EXAMPLE OFFICIAL USE ONLY DOCUMENT

TO: Karen L. Flynn, Director  
Security and Emergency Services Division

This document is an example of how a document containing Official Use Only Information should be marked. Official Use Only should be on all pages of the document or if it is convenient only on those pages specifically containing OOU information.

#### OFFICIAL USE ONLY

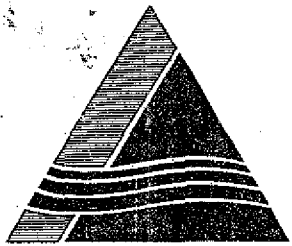
May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: \_\_\_\_\_

Department of Energy review required before public release

Name/Org: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance (if applicable) \_\_\_\_\_

OFFICIAL USE ONLY



## Tri-Party Agreement

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August 26, 2003

Todd Martin  
Hanford Advisory Board  
1993 Jadwin Ave., Suite 133  
Richland, WA 99352

Re: List of Issues for Hanford Advisory Board Consideration

Dear Mr. Martin:

Enclosed please find a list of issues the Tri-Party agencies will be working on this year. Also, assistance from the Board would be appreciated on any major policy issues that arise. In reflecting on last year's list, we believe the Board did an excellent job of advising us on the issues presented in our joint list.

We look forward to discussing this further.

Sincerely,

Wade Ballard,  
DOE-RL

Leif Erickson  
DOE-ORP

Nicholas Ceto,  
EPA

Mike Wilson,  
Ecology

## **Tri-Party Agency List of Issues for Hanford Advisory Board Consideration**

1. **Central Plateau End-States**
  - Review the draft end-states document in September/October 2003; provide advice in November. Provide advice regarding DOE's proposed end-states for cleanup actions, institutional controls, exposure scenarios, groundwater use, remedial action objectives, human health and ecological protection expectation and duration of protectiveness required, source control objectives, statutory and regulatory requirements, and integration with long-term stewardship.
  - Help develop an integrated Public Involvement Plan to discuss end-state issues with regional citizens.
2. **Groundwater Decisions**
  - Review and provide advice on:
    - a. Hanford Site Groundwater Strategy Document in spring '04
    - b. M-24 milestone change package on monitoring wells in early fall '03
    - c. N-Area groundwater remediation strategy, including evaluation of cleanup alternatives and end-states
  - Provide input on decision logic road map for each of the groundwater operable units.
3. **Risk Assessments**
  - Review and advise on an integrated Hanford risk assessment approach that is consistent with end-state visions and regulatory requirements (including B/C Area pilot, 100-N Area, and others as needed).
4. **Central Plateau Cleanup Strategy**
  - Review and advise on a cleanup strategy, including U-Plant closure and high priority waste site cleanup.
5. **Site-wide Waste Management Strategy**
  - Review the Waste Management Strategy document for management of solid waste and provide advice on the appropriate strategy for each major waste stream
  - Review and provide advice on DOE's selected resources and facilities for waste management activities, including increased use of ERDF for treatment and disposal, use of mixed waste trenches, and low-level waste disposal options.
6. **Tank Waste Issues**
  - Review and comment on:
    - a. The Draft Tank Closure Environmental Impact Statement by December 2003

## DRAFT.2

### 1. Tank Waste Issues

- Review and comment on:
  - a. The Draft Tank Closure Environmental Impact Statement by December 2003
  - b. TRU waste issues
  - c. Supplemental technologies
  - d. Path forward to meet the M-62 TPA milestone
  - e. Waste Treatment Plant construction (including cost and schedules)
- Help make the WTP visible to residents of the Northwest.

### 2. Central Plateau End-States

- Review and comment on the draft end-states document in September/October 2003; provide advice in November. Provide advice regarding DOE's proposed end-states for cleanup actions, institutional controls, exposure scenarios, groundwater use, remedial action objectives, human health and ecological protection expectation and duration of protectiveness required, source control objectives, statutory and regulatory requirements, and integration with long-term stewardship.

### 3. Risk Assessments

- Review and advise on an integrated Hanford risk assessment approach that is consistent with end-state visions and regulatory requirements (including B/C Area pilot, 100-N Area, and others as needed).
- Provide advice on the strategy for demonstrating protectiveness of humans and the environment to support the River Corridor Final Remedy RODs.

### 4. Central Plateau Regional Closure Strategy

- Review and advise on a regional closure strategy.